# Recruiting Quick Sheet – Opening a Requisition

|  |  |
| --- | --- |
|  |  |
| **Workday steps to open a requisition**  |  |
| **Click “Recruiting” icon** | *Located on homepage in Workday.* |
| **Create Job Requisition** |  |
| **Change Supervisory Organization** | *Supervisory organizations:* * ***CSM****: RSA, RSC*
* ***ASM****: RMP, DA, CSM*
* ***SM****: ASM, Janitor*
 |
| **Enter Number of openings & reason** | Enter the number of positions you are trying to fill.  |
| **Change target hire date** |  |
| **Enter Job Posting Title** | *Positions should be spelled out. For example, the job positing title should NOT be “RSA” but should be entered as “Retail Sales Associate”.*  |
| **Choose the suggested job profile** |  |
| **Enter worker sub-type** | *Retail should always be “Regular”* |
| **Choose part time or full time** |  |
| **Adjust scheduled weekly hours** | *Full time should always be entered as 40.**Part time should always be entered as 20.* |
| **Link to the Evergreen Requisition**  |  |
| **Assign Roles – Primary Recruiter** | *Add each member of store leadership. Each leader assigned will be able to assist with moving a candidate forward.*  |
| **Submit and post both internally and externally** | *Note: Do not enter an end date for the posting. The requisition will close automatically once the number of positions entered are filled.*  |
| **Contacts** |  |
| **HR Support** * **HRSupport@goodwillaz.org**
 | Request eligibility for prior workers.  |
| **Recruiting*** **Recruiting@goodwillaz.org**
 | Questions on creating/updating/maintaining a requisition.  |
| **Recruiting Operations*** **RecruitingOpperations@goodwillaz.org**
 | Questions regarding background check status. (Please keep in mind that background checks may require up to 10 business days for completion.) |